

# Collegedale Academy

## COVID-19 plan

Collegedale Academy understands the concerns that surrounds our country and the COVID-19 pandemic. In preparing for the upcoming school year, our policies and concern are focused on what is best to protect our students and employees . . . academically, spiritually, socially, and physically. Our goal is to be together; our purpose is to provide a high-quality, Adventist education. Much research and prayer have gone into this plan and the protection we all want for our students and employees. We thank our school community for your input, thoughts, and support of our great school!

Collegedale Academy's COVID-19 plan is divided into four distinct areas: General School Information, Health, Finances, and Miscellaneous.

### GENERAL SCHOOL INFORMATION

#### **School calendar:**

As communicated earlier in the year, Collegedale Academy published the 2020-2021 school calendar to meet the requirements set forth by the Georgia-Cumberland Conference of Seventh-day Adventists (GCC). Due to the impact of the COVID-19 pandemic, our school board agreed with school administration to move our first day of school to **August 6, 2020**. This was done to give additional time and space in our school calendar. PLEASE NOTE - unforeseen circumstances may require changes to the calendar, including: Fall Break, Thanksgiving, Christmas, Spring Break, etc.

#### **School opening:**

Collegedale Academy aims to meet the needs of all our families. Collegedale Academy will follow the recommendations of the Hamilton County Health Department (HCHD) and the Georgia-Cumberland Conference of Seventh-day Adventist (GCC) as to how schools may operate. Below is the current recommendation for anticipated school opening:

#### **In-Class (face-to-face) instruction -**

Collegedale Academy will open, August 6, 2020, for in-person instruction using appropriate health and safety protocols. These procedures may change at any time due to circumstances in our school or community. There may be minor differences in how each building applies the procedures.

All buildings will require a temperature/screening check (see **HEALTH** section for further details p. 3) of students and employees as they enter the building. Masks will be required of employees doing these checks. Once cleared, students and employees are highly recommended to wear a mask in the building, but it is not required. Collegedale Academy will follow the HCHD's recommendations, if masks become mandatory for faculty employees. If

necessary, our school board will make the final decision on students wearing mask, using health organizations input.

**Alternative virtual instruction -**

A virtual option will be available for students to watch live video feed or recorded instructional activities happening within the classroom. This measure is intended to allow for family choice, health compromised or quarantined students to receive classroom instruction remotely. Should your family need to start the school year in the virtual setting, please contact your building principal immediately. Students are expected to attend their scheduled classes during the same periods as those within the building if able. Faculty will record and upload classes for future online viewing, so ill children can view later if necessary. Parents assume responsibility for the supervision of their child. Finally, Collegedale Academy's mission is based on face-to-face interaction with students. However, in dealing with our current reality, our faculty will do their best to engage students who need this option. A student involved in virtual instruction will NOT be permitted to participate in any extra-curricular activities or perfect attendance at the school.

**Enrichment and/or extracurricular:**

Collegedale Academy will follow the HCHD guidelines in this area. Our school board is committed to participating in these areas as soon as the safety of our students and employees are ensured. This area is fluctuating rapidly and will undoubtedly change by the first day of school. Parents will be notified as these changes occur. These areas will be handled as follows:

- a. Off-campus and overnight trips will be postponed until further notice. Some trips, due to their timing, may still proceed with planning, however will not occur without final board approval.
- b. CA will have music and PE classes – due to their sizes, classes may be split.
- c. CA will participate in athletics (including intramurals & gymnastics) and social events as allowed by the HCHD.
- d. CA will continue to offer elective classes.
- e. CA Elementary will continue to offer an after-school program.

**School contingencies:**

Collegedale Academy school board and administration continue to review possible scenarios as they prepare for the 2020-2021 school year. TO STRESS THIS POINT - Live instruction, in the classroom, remains the goal for the school year, and our CA Administrative Team will continue to work with the HCHD, the GCC, and our school board to ensure that health and safety standards are met appropriately.

Although no plan is certain, contingency plans will be developed for the following possibilities:

1. Normal/Back to School Education offering the full program of aftercare, sports, music, arts, field trips, etc. (our normal program).
2. Amended Back to School program with limited extracurricular activities as health/safety guidance allows (expected plan for August 6, 2020).

3. Intermittent Education - Pivoting between in-person and online instruction as health/safety guidance allows (used for COVID-19 concerns).
4. Staggered Education - Percentage of students on campus at a time on a staggered schedule (used if HCHD requires 50% of capacity in classrooms).
5. Fully Online (due to COVID-19 outbreak).

## **HEALTH**

### **Proactive safety measures:**

CA will strive to do its best to make our school environment a healthy one. CA is pledged to incorporate actions to minimize potential health concerns. Steps taken include the following:

- a. Bipolar ionizers are attached to HVAC, removing up to 99% of viruses and bacteria from the air.
- b. Temperature/screening of students and employees, before or as they enter the school building. If a student or employee has an elevated temperature (100+) or is not feeling well, they SHOULD NOT come to school.
- c. The frequent sanitation of all public spaces and frequent touch points in our buildings by operations staff.
- d. Daily reminders to wash hands frequently and thoroughly.
- e. Posting personal hygiene practices throughout campus, emails, announcements that will promote ways to reduce the spread of COVID 19.
- f. Lunch room protocols for food prep, receiving food, seating areas, etc. (see Lunch Option p. 4)
- g. Providing professional development regarding hygienic practices, respiratory etiquette, and sanitizing protocols to appropriate custodial staff and faculty
- h. Visitors are not allowed beyond reception area in all three buildings (SEE Visitor & Volunteer policy p. 6).
- i. Exceptions to visitor policy:
  1. Elementary parents for the first two days of school may take their child to their assigned classroom (required to wear a mask).
  2. ECEC parents are required by law to sign-in and sign-out student in their assigned classroom (required to wear a mask).

### **Social distancing/classrooms:**

Collegedale Academy will be following HCHD recommendations for students and staff regarding social distancing. At this time, class-size limitations on academic classes are changing on a daily basis. Our current assumption is that we will be allowed to have all classes meet with adjustments being made for classes in excess of 30+ students. Teachers will work on creating as much space as possible between students, while using CDC recommended techniques for classroom layout.

Fortunately, there are areas within our current buildings that allow us flexibility with instructional spaces. We are exploring these options. We also plan to utilize the outdoors, God's first classroom, to enhance our educational opportunities.

**School events and chapel:**

Collegedale Academy's administration will continue to monitor HCHD requirements for large group gatherings. We fully intend to continue with the traditional programming that enhances our spiritual and learning community.

**Hot lunch program:**

CA will follow HCHD regulations on food service and seating arrangements. More information in this area will be provided at registration.

**Student illness:**

Should your child become noticeably ill or have a temperature of over 100 degrees during the school day, they will be isolated until picked up by a parent/guardian. Pick up of an ill child should take place within an hour of notification. School receptionists will keep track of illnesses and temperatures. As shared previously, CA's policy regarding student return to classes is based on being fever free for 72 hours.

**Positive COVID-19 test at CA:**

Collegedale Academy is obligated to inform both the HCHD and the school-wide community regarding an infection. The HCHD will direct CA regarding testing, sanitizing and re-entry procedures. Family members of an infected individual will also be excluded from the in-person instruction setting until all attending family members have gone through the CDC recommended quarantine time. Quarantine time for persons recovered from COVID-19 illness, CDC recommends that isolation be maintained for at least 10 days *after illness onset* and at least 3 days (72 hours) *after recovery*. EQUALS = Fever free for three days before return (time-based strategy for return).

The school will continue to meet in-person if there is a positive COVID-19 test. As stated prior, additional cleaning will be taken in areas occupied by individual. If the HCHD informs the school there is a need to discontinue in-person schooling for a whole school/building quarantine, CA would at that time go to online education for a short-term period.

**Positive COVID-19 case information:**

Collegedale Academy's Head of School is required to report confirmed diagnosed individuals to the HCHD, and will then work in consultation to communicate the following:

- scope of the problem (number of known cases)
- background information including symptoms, spread, and incubation period
- any additional measures taken to mitigate disease spread (quarantine, etc.)
- building operational decisions are made independently (one building may go online short-term if needed)

Collegedale Academy recognizes that an individual's health status is personal and private. Therefore, school administrators will handle the information regarding the person's health status in accordance with Tennessee state and federal laws, as well as CA's handbook policies governing the confidentiality of student and employee health records.

**Assumption of risk:**

Collegedale Academy strives to ensure the health and safety of each student and employee in its care. The administration recognizes that COVID-19 may afflict those in the school.

A student or employee that exhibits symptoms of COVID-19 will be temporarily excluded from school attendance. Collegedale Academy reserves the right to require a statement from the student or employee's primary care provider and being fever free for 72 hours before returning to school. Only employees with direct responsibility for the care of the student will be informed of the specific nature of the diagnosis. Parents of other students attending the school will be notified that their child has been exposed, without identifying the particular person.

The risk of contracting COVID-19 remains in our community. Parents are welcome to review the written safety protocols and discuss any concerns with school administration. Collegedale Academy fully understands that COVID-19 has been declared a worldwide pandemic and is extremely contagious. Although the school has implemented measures to reduce the spread of COVID-19, we can not guarantee your child will not be exposed.

## **FINANCES**

**2020-21 Tuition:**

Collegedale Academy strives to keep tuition and fees as reasonable as possible. COVID-19 has brought unique issues for the school in all areas. Moving from an in-person to an online instructional style does not significantly decrease costs; in particular, personnel costs comprise the majority of our budget.

In the event that Collegedale Academy must deliver course work remotely due to COVID-19, CA will not cancel, waive or refund any portion of tuition that is owed while enrolled. If CA's online education goes for an extended period of time, the school board may elect to make necessary adjustments to tuition, fees, or other costs.

**Emergency Aid Fund:**

We recognize that family finances have been particularly affected as jobs have been lost and/or furloughed. The CA Emergency Aid Fund was created to ensure that no CA family will be turned away due to financial stress caused by COVID-19. This fund is bolstered by a number of financial considerations made by school administration, school board, and the GCC. Included in these considerations are unexpected GCC support, school employees not receiving a cost-of-living increase, and capital expenditures postponement. Please contact Mr. Blackburn, our CFO, to communicate your request.

For this upcoming school year, CA admission applications appear stable and will be monitored closely over the next few weeks as we determine if additional funding can be made available to our school community. This is a dynamic situation with many moving parts that will be assessed regularly.

## **MISCELLANEOUS**

### **Travel:**

Collegedale Academy reserves the right to require any employee or student that travels to a COVID-19 “hot spot” that would significantly increase their chance for exposure, to self-quarantine. This measure is to protect the health and wellness of our school community.

### **Emotional Health:**

Collegedale Academy is extremely blessed to have two school counselors and two chaplains (K-8 & high school). We encourage students that are feeling stressed due to the current situation to please contact these individuals. If a student is quarantined, one of these individuals will be made available to provide emotional support.

### **Visitors/volunteers:**

At Collegedale Academy, volunteers provide essential services to the students and its mission. Volunteers will follow the equivalent protocols of students and employees. Visitors to our campus are welcome in the reception areas only.